

## Instructions to Upload Angel Program Documents












*\*Note: These instructions are only for students who've been awarded an Angel scholarship.*


1. Log in to your FACTS Financial Aid application and click the option to either **View FACTS Application** or **Continue FACTS Application**.

**View FACTS Application**

**Continue FACTS Application**


2. From your Dashboard, scroll down to the **Supplemental Documents** section.
  - a. The angel program required documents will be listed as links.
  - b. Click the link to access the angel template you are working on.
  - c. Once you have completed the template, click the Upload button.
    - i. For hand-written notes, you will need to scan the letter, save to your desktop and then click the Upload button.


Supplemental Documents	
Due 12/1/21 Christmas Letter  Futures in Education	 Mary
Due 9/20/21 All About Me  Futures in Education	 Mary
Due 3/14/22 Easter Letter  Futures in Education	 Mary
Due 5/5/22 Thank You Letter  Futures in Education	 Mary
 Due 9/20/21 Student Photo  Futures in Education	 Mary

Not Submitted   
  If Applicable   
  In Process   
  Complete   
  **Upload**

3. On the Upload Documents page, select the document you wish to upload then click the **Ready to Upload** button.

**Supplemental Documents**

- Due 12/1/21 Christmas Letter - Mary (Futures in Education)
- Due 3/14/22 Easter Letter - Mary (Futures in Education)
- Due 5/5/22 Thank You Letter - Mary (Futures in Education)
-   Due 9/20/21 Student Photo - Mary (Futures in Education)

**Ready to Upload** 

4. Select the *type* of document to upload – **PDF** or **Images**.




1 **Documents** [Change](#)  
**Supplemental Document:** Due 9/20/21 Student Photo - Mary (Futures in Education)

2 **Upload**  
How do you want to provide your document(s)?

- For tax documents, PDFs generated by tax software are preferred

**Image Instructions**



- One page per image
- Position page directly underneath your camera on a flat surface



  

5. Once the document type is chosen, you will see the option to **Remove** or **Upload** the document. *Click Upload.*

1 **Documents** [Change](#)  
**Supplemental Document:** Due 9/20/21 Student Photo - Mary (Futures in Education)

2 **Upload**



 Student Photo.pdf [Remove](#) 

6. Upon completion of the upload, you can choose to **View Summary** or **Upload another Document**.

**Upload Complete**

Your file(s) uploaded successfully.  
What would you like to do next?

  [Upload another Document](#)

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